

U.S. Department of Justice

1-1-ICA-CR



Federal Bureau of Investigation

8-7027x

10 DEC 1988

Washington, D.C. 20537

December 9, 1988

Letter to All Fingerprint Contributors

RE: FBI IDENTIFICATION DIVISION SERVICES

Dear Contributor:

I. FBI IDENTIFICATION DIVISION PROCESSING PROCEDURES
RELATING TO DEATH NOTIFICATIONS

During the last few years, the Identification Division (ID) has noticed a large increase in the number of individuals indexed in our Criminal File that have been erroneously reported as deceased. Therefore, effective immediately, an existing criminal record will be deceased only when a set of fingerprints or correspondence with a fingerprint impression(s) that the ID is positive came from the body of the deceased individual is received and matched to an active record by fingerprint comparison. Any doubts concerning whether the print(s) came from the body of the deceased will be resolved by processing the submission as dispositional-type information, i.e., adding the deceased information to the criminal record to show that the individual was reported deceased on a particular date by a specific agency. However, that record will remain active and be subject to dissemination upon request.

In view of the above, it is strongly recommended that death notifications not be forwarded to the ID unless accompanied by a fingerprint impression(s) taken from the deceased body. The standard FBI Criminal Fingerprint card (FD-249) is the preferred mode for reporting a death. The ID has discontinued the "DEATH-NOTICE" form (R-88) and requests that all copies of this form be destroyed.

The only exception to these new processing procedures involves the "MILITARY REPORT OF CASUALTY" form, which will continue to be processed against records in our Civil File only. Veterans Administration notifications will only be made when the death is substantiated by fingerprints.

To summarize, the ID will only debase a record ("MILITARY REPORT OF CASUALTY" form exception previously noted) when a fingerprint impression(s) taken from the deceased body is matched to one of our records. Any doubts will be resolved by posting the deceased information to the record in a manner similar to the posting of dispositional data.

FINGERPRINT CONTRIBUTOR LETTER 88-2